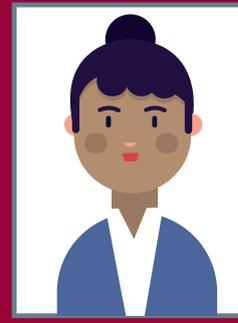


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## Top Tips:

# 10 Common Employee Conduct Issues & How to Resolve Them



**01 Producing shoddy work, taking shortcuts & cutting corners**  
Investigate informally, first ascertaining if there is an underlying reason why the issues keep happening.

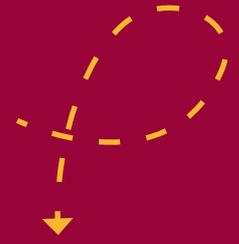
**02 Hiding mistakes from managers & colleagues**  
Investigate to ascertain why mistakes are being hidden. Depending on the level of mistake, provide support and guidance, or go down a formal disciplinary route.

**03 Gossiping, insulting & badmouthing colleagues**  
This can constitute harassment and/or misconduct. Investigate and interview the accused. Re-training and/or disciplinary action may be required depending on outcome.

**04 Delegating tasks that do not need to be delegated**  
Attempt to resolve informally, conduct an investigation if necessary. If the delegator does not have a legitimate case, go through grievance procedure and disciplinary process.

## 05 Slacking off & taking long breaks

Have an informal discussion. Draw a line in the sand & outline expected improvements. If the issues persists then take disciplinary action.



## 06 Taking credit for another employee's work

Ascertain if it is a one off mistake and try to remedy informally. If this doesn't work demand a stop to it, and put measures in place so it doesn't happen again.

## 07 Taking time off sick when it is unnecessary to do so

Conduct a return to work interview. This in itself may deter the employee. Persistent short term absence can be addressed through short term absence procedure.

## 08 Stealing office equipment

Theft is classed as gross misconduct, investigate immediately. Consider suspension of the employee(s). If there is sufficient evidence then conduct a disciplinary hearing.



## 09 Misuse of email, internet or social media

Issue an informal 'Line in the Sand' letter to the employee. This may suffice, if not, the company disciplinary procedure should be followed.



## 10 Discrimination towards colleagues or customers

This is completely unacceptable in all circumstances and should be dealt with strongly and swiftly through the disciplinary process. This is an act of gross misconduct.

